Innovation and Technology Business Modernization Intern

VIRTUAL STUDENT FEDERAL SERVICE

VSFS

Project Title	Innovation and Technology Business Modernization Intern
Project Summary	Drive our program's strategic technology modernization efforts by contributing your innovation, creativity, and passion for technology and business process improvement. Apply your knowledge of driving organizational change and create a culture of collaborative technological innovation at EPA!
Country	United States

Project Description

As a member of our VSFS team, you will be contributing to the growth and development of a robust information management program that seeks to implement information technology mandates in the least burdensome manner for its employees and customers. Our program is the primary point of accountability for the effective oversight, coordination, and management of information and information technology (IT) within our organization. You will be the lead on several special projects designed to advance strategic planning around our information technology investments as well as business process improvement within our program office. You will be advising on the most effective methods to achieve organizational change in implementing these special projects.

We are looking for two student interns who have an interest in business process improvement and innovation with backgrounds in organizational change, communication, strategic thinking, and user centric design to support the execution of several projects. Our VSFS team would have the be advising and leading projects such as, but not limited to:
- Analysis of information management program functions and how they are represented in organization
- Integrating governance and oversight functions into existing organizational business processes using Lean Six Sigma principles
- Identifying strategic plans, roadmaps, vision statements, organizational charters and other internal documentation that include technology modernization goals
- Interviewing and polling internal focus groups for best practices and needs assessments
- Recommending IT strategic direction and criteria for making IT investment decisions within existing or newly created governance structures
- Analyzing and piloting various communication platforms and methods and providing recommendations based on usage and adoption data
- Creating an accessibility toolkit or online resource for employees who use assistive technology
- Developing a strategy for educating employees on the Section 508 Standards Refresh and the IDEA Act
- Providing recommendations for fostering innovation in enterprise information technology management and direction
- Develop metrics for program and create objectives and key results to measure success criteria by

A background or broad understanding/interest in information technology, business process improvement, organizational change, creating metrics, and developing objectives and key results as related to information management and information technology is recommended, but not required.

Required Skills or Interests

Skill(s)
Analytical writing
Data analysis
Design thinking
Editing and proofreading
Educational design
Infographic design
Research
Storytelling/blogging/vlogging
Survey / polling design
Writing

Additional Information

The mission of the Office of Chemical Safety and Pollution Prevention (OCSPP) within the Environmental Protection Agency is to protect you, your family, and the environment from potential risks from pesticides and toxic chemicals. Through innovative partnerships and collaboration, we also work to prevent pollution before it begins. We are in the process of building out our information management program, which is housed within the Resource Management and Information Technology Staff of OCSPP's Office of Program Management Operations (OPMO). You will play a crucial role in helping organizational transformation around strategic thinking about our information technology investments, governance and oversight functions, and business process improvements via a series of special projects that are designed to drive informed information technology resource decisions. You can read more about OCSPP and the sort of things our employees do at https://www.epa.gov/aboutepa/about-office-chemical-safety-and-pollution-prevention-ocspp

Language Requirements

None